



**STATE OF MONTANA**  
**DEPARTMENT OF ADMINISTRATION**  
**ARCHITECTURE AND ENGINEERING DIVISION**  
1520 East Sixth Avenue • P.O. Box 200103 • Helena, Montana 59620.0103  
Phone: 406.444.3104 • Fax: 406.444.3399

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## CONSTRUCTION CHANGE DIRECTIVE

Project Name:  
Location:  
Contractor:

A/E #:

Change Directive #: CCD-

Owner: **MONTANA DEPARTMENT OF ADMINISTRATION**  
**ARCHITECTURE AND ENGINEERING DIVISION**  
**1520 EAST SIXTH AVENUE**  
**HELENA, MT 59620**

Architect:

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In order to expedite the Work and avoid or minimize delays in the Work which may affect Contract Sum or Contract Time, the Contractor is directed to proceed as described below. Proceed with this Work promptly. Costs for the Work (if any) involved and change in Contract Time (if any) will be included in a subsequent Change Order.

**Description:**

**Attachments:** (insert listing of documents that support description)

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The following is based on information provided by the Contractor:

<input type="checkbox"/> Lump Sum <input type="checkbox"/> Unit Price <input type="checkbox"/> Estimated Not To Exceed	}	Change in Contract Sum of _____	<input type="checkbox"/> Fixed <input type="checkbox"/> Estimated <input type="checkbox"/> Maximum	}	Change in Contract Time of _____ Days.
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Issued by Arch/Eng.: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Owner: Montana Dept. of Admin., A&E Division By: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Contractor: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_